

# Timberlake – Spotsylvania Homeowners Association

## Board of Directors Meeting South Woods Community Clubhouse November 15, 2006

Directors Present: Joye Coffey, Will Robinson, Andrew Sutter, and Michelle Wagaman  
Others Present: Tina-Marie Adams, Battlefield Management; Louise Bourret, ACC; Hart Rutherford, Tricord Homes; and Chris O'Dell, homeowner

- I. Meeting called to order at 7:02 p.m.
- II. Tina-Marie Adams of Battlefield Management Corp. introduced Hart Rutherford, Public Relations Director, for Tricord Companies. Mr. Rutherford discussed Tricord's proposed plans for the new Summit Crossing development and how the Timberlake Community may be impacted. Mr. Rutherford answered questions from the Board and welcomes community input.
- III. Andrew Sutter motioned to approve the meeting minutes from the August 17, 2006 Board Meeting. Will Robinson seconded and the motion was unanimously approved.
- IV. Architectural Review Committee – Nothing to report at this time.
- V. Old Business
  - a. Entrance Sign – Tina-Marie Adams of Battlefield Management Corp. reported that the Deed of Trust has been provided and the necessary documents have been supplied to Mr. Levy for filing. It is hoped that construction will soon begin.
  - b. Draft 2007 Budget Review – The Board reviewed the draft budget documents and would vote via email once a revised document was distributed showing the changes to the landscape figures.
- VI. New Business
  - a. Basketball Rim – The basketball rim at the community lot was damaged. The community handyman is in possession of the rim. The Board decided to wait until Spring 2007 to fix this equipment. Additional materials will need to be purchased.
  - b. Community Lot Gate – The newly installed gate at the Tot-Lot has been damaged. It appears a vehicle backed into the gate. The estimated cost to repair is \$450.00. Joye Coffey motioned that the gate be repaired. Andrew Sutter seconded the motion and it was unanimously approved.
  - c. Guidelines for Fences – The Board continued its discussion regarding changes to the fence guidelines. Andrew Sutter expressed a desire to modify the existing fence rules to allow for privacy fences. Michelle Wagaman shared that she is not in favor of having privacy fences. Joye Coffey would like to allow vinyl fences. The Architectural Control Committee (ACC) will review possible revisions to the covenants and present them at the next Board meeting. Changes may require homeowner approval. This will be a topic at the January 25, 2007 Annual Meeting where homeowners will have the opportunity to vote on proposed changes to the guidelines.
  - d. Grounds Contract – The Board reviewed five landscape proposals. Michelle Wagaman motioned that the landscape contract be awarded to Techno. The motion was seconded by Joye Coffey and approved.

- e. Annual Meeting Preparation – The Annual Meeting will be held Wednesday, January 25, 2007 at the Lee’s Hill Elementary School at 7:00 p.m. There will be a \$50.00 gift card door prize for those in attendance.
- VII. Management Report – The financial reports were reviewed and all questions were addressed.
- VIII. Executive Session – All questions were addressed and no action was taken.
- IX. Meeting adjourned at 8:47 p.m.

# **Timberlake – Spotsylvania Homeowners Association**

## **Board of Directors Meeting South Woods Community Clubhouse August 17, 2006**

Directors Present: Joye Coffey, Andrew Sutter, and Michelle Wagaman

Others Present: Tina-Marie Adams, Battlefield Management; Louise Bourret, ACC

- I. Meeting called to order at 7:10 P.M.
- II. Tina-Marie Adams of Battlefield Management introduced herself at Theresa Richie's replacement. Theresa resigned to spend more time with her family.
- III. There were no minutes from the June 15, 2006 meeting. Michelle Wagaman has misplaced her notes and will continue looking for them.
- IV. Old Business
  - a. Entrance Sign – Tina-Marie Adams of Battlefield Management Corp. reported that they are seeking guidance from the surveyor regarding filing the plat. Once the plat is filed, construction will start.
  - b. Gate at Tot-lot – The gate has been installed but does not yet have a chain/lock. Joye Coffey requested a key lock be installed and keys be made. Tina-Marie Adams will also look into installing reflectors and having an “after hours” sign made.
  - c. “Children at Play” Signs – Placing two signs from VDOT (one in each direction on Overview Rd.) was approved at the February meeting and we're awaiting VDOT's action. Tina-Marie Adams will look into this.
- V. New Business
  - a. Neighborhood Function – In response to interest from a homeowner, the Board is pursuing organizing a community picnic for the last weekend in September. Joye Coffey will send an email to homeowners soliciting input and assistance. Michelle Wagaman will look into renting a moon bounce and Andrew Sutter will look into renting game supplies from the base at Dahlgren.
  - b. 2007 Budget Preparation – Tina-Marie Adams advised the Board that the 2007 budget will need to be approved at the October 2006 meeting. This will allow time to mail the proposed budget to homeowners in November. Joye Coffey requested a copy of the existing landscape contract and request for proposals. The Board wishes to seek RFPs for landscaping services once the existing contract expires.
  - c. Privacy Fences – Andrew Sutter expressed a desire to modify the existing fence rules to allow for privacy fences. Michelle Wagaman shared that she is not in favor of having privacy fences. Joye Coffey would like to allow vinyl fences. The Architectural Control Committee (ACC) will review possible revisions to the covenants and present them at the next Board meeting. Changes may require homeowner approval.
- VI. Management Report – The financial reports were reviewed and all questions were addressed.
- VII. Executive Session – All questions were addressed and no action was taken.
- VIII. Meeting adjourned at 8:10 P.M.

# Timberlake – Spotsylvania Homeowners Association

## Board of Directors Meeting South Woods Community Clubhouse June 15, 2006

Directors Present: Joye Coffey, Andrew Sutter, and Michelle Wagaman

Others Present: Theresa Richie, Battlefield Management; Cindy Combs, ACC

- I. Meeting called to order at 7:00 P.M.
- II. The minutes from the April 20, 2006 meeting were approved as read.
- III. Old Business
  - a. Entrance Sign – Theresa Richie of Battlefield Management Corp. reported that she and Ken Billings had met with the surveyor in late May and the survey was completed. They are awaiting the official copy of the plat to submit to the attorney so that construction can begin. This should occur within the next week.
  - b. Gate at Tot-lot – The gate has been installed by City Welding in Fredericksburg. Theresa Richie will look having a “closed at certain time” sign made. Theresa also reported an increase in police patrols of the area on weekends and in the evenings. A new basketball rim has been order (old one vandalized).
  - c. “Children at Play” Signs –Placing two signs from VDOT (one in each direction on Overview Rd.) was approved at the February meeting and we’re awaiting VDOTs action. Theresa Richie sent a letter on June 14, 2006 to check the installation status.
  - d. Police Speeding – Theresa Richie sent a letter to the Sheriff’s Office asking they tell deputies not to speed in the community. Joye Coffey has also been in contact with the Sheriff’s Office.
- IV. New Business
  - a. 2004 & 2005 Draft Audit – The Board reviewed the audit conducted by Goldklang, Cavanaugh & Associates. The audit was god overall with the following recommendations:
    - i. Association should only maintain excess operating funds as a level of 10%-20%.
    - ii. Update Reserve Study every 5 years. Last update was done in 2000.
    - iii. Association should continue to aggressively pursue all delinquent accounts.
    - iv. Fidelity Bond Coverage should be increased to include all interest bearing accounts.
    - v. Auditor would like to commend the Association and Management company for developing a narrative to the annual operating budget.
  - b. Theresa Richie presented the replacement fund schedule. The tot-lot gate and entrance sign will be added next year.
  - c. Michelle Wagaman made a motion and Joye Coffey seconded to accept the audit.
- V. Management Report – The financial reports were reviewed and all questions were addressed. Theresa Richie was to check the rollover date of a certificate of deposit at Union Bank (for insurance deductible).

# Timberlake – Spotsylvania Homeowners Association

## Board of Directors Meeting South Woods Community Clubhouse April 20, 2006

Directors Present: Joye Coffey, Ken Billings, Andrew Sutter, and Michelle Wagaman

Others Present: Theresa Richie, Battlefield Management; Cindy Combs, ACC

Homeowners Present: David & Jane Troyer, Barbara & Charles Webber, Louise Bourret, and Jared Scizofski

- I. Meeting called to order at 7:00 P.M.
- II. Minutes from the February 16, 2006 meeting were read and approved.
- III. Old Business
  - a. Entrance Sign – Theresa Richie of Battlefield Management Corp. has provided the measurements to Carousel Signs and is working to schedule a site review with homeowner Ken Billings and HOA President, Joye Coffey. The attorney is drawing up the easement paperwork and we're proceeding with construction once the necessary documentation is completed.
  - b. "Children at Play" Signs –Placing two signs from VDOT (one in each direction on Overview Rd.) was approved at the February meeting and we're awaiting VDOT's action.
- IV. New Business
  - a. Architectural Control Committee
    - i. The Chair, Mike Kibler, resigned effective April 10, 2006.
    - ii. The remaining member, Cindy Combs, no longer wishes to serve on the Committee. This creates three openings on the Committee.
    - iii. Two homeowners present volunteers to serve:
      1. Louise Bourret will Chair,
      2. David Troyer will serve as a committee member, and
      3. Cindy Combs will remain as the third member.
    - iv. All three members must meet to review applications and the meetings must be announced in advance.
  - b. Board Members reviewed a list of potential items that would no longer require ACC approval in the future. Theresa Richie is to provide the Board Members with the guidelines from another development for review and consideration.
  - c. Potential Web site additions – Items were reviewed. Michelle volunteers to take a picture of the South Woods pool for posting. Scanning the covenants is being addressed by Louise Bourret and Joye Coffey.
  - d. Tot Lot security – Theresa Richie is to obtain quotes and options for gating/fencing the entrance.
  - e. National Night Out 2006 – Joye will pursue getting additional information and announcing the August 1<sup>st</sup> event to the community. All homeowners are encouraged to participate by keeping their exterior lights on.
  - f. Community Yard Sale – Scheduled for Saturday, May 13<sup>th</sup>. Homeowners are encouraged to participate.

- V. Management Report – The financial reports were reviewed and all questions were addressed. The statements are still being sent to Andrew and will now be sent to Ken (2006 Treasurer).
- VI. Executive Session – All questions were addressed.
- VII. Meeting adjourned at 9:01 P.M.